

# Risk Assessment Policy

This policy has been approved by Directors and the Operational Board

Date Policy was renewed:.....May 2020.....

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## 1. Aims

The Skills for Life Trust are committed to providing a safe and healthy working environment that inspires and supports academic achievement. This policy sets out the procedures the school will follow in order to identify and manage the health and safety of staff members, pupils and visitors who may be affected by the school's activities.

The purpose of a risk assessment is to enable the school to determine what measures should be taken to comply with the duties under the relevant statutory provisions. This policy will be adhered to by all staff members and the governing board at all times.

## 2. Legislation and statutory requirements

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Counter-Terrorism and Security Act 2015
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2019) 'Keeping children safe in education'

## 3. Definitions

Risk assessment	Are a tool for examining the hazards linked to a particular activity or situation and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height.

Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control measure	Action taken to prevent people being harmed

## 4. Roles and responsibilities

### 4.1 The Board of Directors

The Board of Directors ( the Trust) has ultimate responsibility for health and safety matters in the academies, but will delegate day-to-day responsibility to CEO, who in turn delegates this to the Trust Admin Manager and Health & Safety Officer.

The Trust Site Committee has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Skills for Life Trust, as the employer, also has a duty to:

Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks

Inform employees about risks and the measures in place to manage them

### 4.2 Trust Admin Manager

The Trust Admin Manager delegates to the Health and Safety Officer who responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required

- Familiarising themselves with risk assessments

- Implementing control measures identified in risk assessments

- Alerting the Trust Admin Manager and Health & Safety Officer to any risks they find which need assessing

### 4.4 Pupils and parents

Pupils and parents are responsible for following the school’s advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

### 4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment. The Trust permits each department to record and detail the Risk assessment in a way that enables the following:-

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

Have there been any significant changes?

Are there improvements that still need to be made?

Have staff or pupils spotted a problem?

Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the respective manager, or respective departments. This policy will be reviewed and approved by the Trust Board every 2 years

## 7. Links with other policies

This risk assessment policy links to the following policies:

Health and safety

First aid

Behaviour

Animals in School

E-safety; Social Media

Staff Code of Conduct

Data Protection

Child Protection/

Safeguarding

Lockdown

Supporting pupils with medical conditions

## **Appendix 1 – Statutory Risk Assessments**

Water Systems

Fire Risk and Management Plan

Water Hygiene and Safety

Control of Substances Hazardous to Health

Management of Asbestos

Evolve – Trips

Supporting Medical Needs

Security

Violent behavior

Vehicle and Car Parking

Pupil Wellbeing

Managing Contractors

Manual Handling

Heating and Ventilation

Slips & Trips

Work at Height

Equipment ( including electrical)

Maintenance of Premises

### ***The following are “Highly Recommended”***

Administration of Medicines

Classroom Assessment

After school clubs

Tree Safety

Safeguarding & Supervision

Play Area and outdoor activities

Snow and adverse weather

Animals in school

SEN and Disabilities

Furniture & fixings

Sporting activities

Staff wellbeing

Infections Disease Control

Lone working

Catering Duties

Return to Work

Swimming pools

School events

Pregnancy

Pond